



# National Investigative Training Academy, NITA School Catalog

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NITA Volume 8  
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Florida-9

## Course Programming for Private Investigators

National Investigative Training Academy, NITA  
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Lake Mary, FL 32746

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## Letter From Your Instructor

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Dear Student:

Thank you for considering NITA as your online source for the Florida Private Investigator “CC” Intern Training. At NITA, we are very excited that we can offer this online experience for our students to help educate and develop Investigators in the state of Florida.

Traditionally, the Private Investigator “CC” Intern Training course has always been offered in a classroom setting, requiring two weekends of your time. At NITA, we are proud to offer a new and different method to receive your diploma through an online course program where you can work at your own pace...on your own time.

At NITA, we do ask that you complete this course within 180 days so that you can receive your diploma and get started toward your investigative career. The benefit to NITA’s programming is that you can log on at ANY time (24/7/365) and complete your training. By state law, all students must pass an end of course examination (75% or higher) to earn a certificate of completion; but, students can retake the exam as many times as needed within the 180 day window.

NITA’s staff offers extensive training and real-world knowledge of the investigative industry. We want to assist you along your journey and help you become a successful Florida Private Investigator!

Enjoy your on line training and our school!

*Steve Cassell*

President & Chief Academic Officer

## Who We Are

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**NITA is a distinctively unique online training academy.**

NITA's online classroom training content has been developed, modeled, and designed by senior NITA investigative faculty and staff. These individuals have forged wildly successful individual careers within the investigative industry. This includes owning and operating a multi-million-dollar investigative company employing more than 120 full-time employees.

This rare and unique blend of proven investigative experience and complex business acumen positions NITA to competently educate our industry's most experienced Investigators, aspiring business owners, and the next generation of Private Investigators.

At NITA, we believe that teaching investigative theory is woefully inadequate without the context of proven, relevant, and real world investigative and business experience.

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**National Investigative Training Academy, Inc. is a corporation formed under the laws of Florida. The owner of the NITA is Steve Cassell.**

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*"Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684."*

## What We Do

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NITA is a provider of online investigative training curriculum that offers a uniquely innovative learning platform designed to empower the student with a rewarding, flexible, and successful learning experience.

## NITA's Mission

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1. To provide our students with a comprehensive, enjoyable, and rewarding online learning experience. This includes providing modern-day flexibility coupled with the economic ease of learning from any location, any computer, or any mobile/tablet device.
2. To teach the necessary and required investigative skills that are required for an individual to obtain his/her Private Investigator "CC" Intern License in Florida that meet the state requirements of Florida Statute 493.6203.
3. To develop the real-world investigative skills, mentoring and leadership to best prepare the student for a successful and rewarding career within the private investigative industry.

## Faculty Biography (Chief Academic Officer and CEO)

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Steve Cassell has been working in the private investigative industry for more than two and a half decades. In an effort to train, cultivate and promote the next generation of private investigators, Cassell founded NITA in 2012.

Prior to NITA, Steve Cassell was the Founder, President and CEO of RSight Investigations, Inc. from 1999 to 2009. RSight, Inc. was a licensed private investigative agency which employed approximately 120 full-time employees, provided surveillance and fraud abatement services to large, self-insured employers, insurance carriers, Third Party Administrators (TPA's) and the legal defense community.

Cassell is a state approved lecturer and trainer in the areas of investigative methods, fraud investigations and insurance certification classes. Lectures and training have been provided both domestically and internationally to various organizations including RIMS, PRIMA, FALI, IASIU, FDLE, IRMI, AAOHN, FSAOHN, FWCI, WIC, DRI and other similar organizations. Cassell's investigative and business career has been profiled in several national, regional, and local media publications. In addition, he is a published author, appearing in more than a dozen trade-related publications.

At NITA, Cassell will serve as the Chief Academic Officer and Instructor and will be available to assist and support your needs during your online learning experience.

Cassell graduated in 1991 from Temple University located in Philadelphia, Pennsylvania. He graduated with a Bachelor of Arts with a major in finance. Currently, Steve Cassell is a "C" licensed Private Investigator in the state of Florida (License # C9600058).

## Administrative Biography (Executive Vice President)

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Sandra von Eschenbach has made a career within the private investigative industry, spanning a period of over eighteen years. Her current endeavors include working closely with the development of NITA. As Executive Vice President of NITA, von Eschenbach's duties include all administrative oversight, compliance, marketing, and curriculum development.

For the previous ten years, von Eschenbach worked for RSight Investigations, Inc. serving in a variety of capacities to include Investigative Quality Assurance Manager, Corporate Administrative Manager, License Compliance Manager, Marketing Coordinator and National Vendor Manager.

Key RSight achievements and milestones include developing national brand initiatives, re-designing work-flow efficiencies, national product rollouts, national training and compliance programming, working with Investigators on a national level to institute a National Investigator Vendor Program and developing a nationally recognized sales metric reporting format.

Prior to working with RSight Investigations Inc., Sandra von Eschenbach worked for a National Fortune 500 Company and covered territory across the Southeastern United States. Her roles included serving as a District Sales Manager, Key Account Manager for National and Regional Companies, Brand Manager for the Southeast and Sales Systems Manager.

Sandra von Eschenbach will serve as the school administrator and work with each student from the initial enrollment through the receipt of the diploma.

von Eschenbach graduated in 1990 from Auburn University. She graduated with a Bachelor of Science with a major in marketing. Currently, Sandra von Eschenbach is a "C" licensed Private Investigator in the state of Florida (License # C1500503).

## Training and Professional Associations

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Steve Cassell, Chief Academic Officer for NITA, is a state approved Insurance CEU Instructor in the States of Florida, Georgia, and Pennsylvania. Cassell has trained hundreds of insurance adjusters over the past 10 years.

Cassell is a state approved lecturer and trainer in the areas of investigative methods, fraud investigations and insurance certification classes. Lectures have been provided both domestically and internationally to various organizations including RIMS, PRIMA, FALI, IASIU, FDLE, IRMI, AAOHN, FSAOHN, FWCI, WIC and other similar organizations.

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### Associations

*NITA partners with the following associations:*

FALI – Florida Association of Licensed Investigators

FAPI – Florida Association of Private Investigators

TPIA – Tennessee Professional Investigators Association

ADSAI – Associated Detective and Security Agencies of Illinois, Inc.

CALI – California Association of Private Investigators

PIAV – Private Investigators Association of Virginia

GAPPI – Georgia Association of Professional Private Investigators

SCALI – South Carolina Association of License Investigators

NCAPI – North Carolina Association of Private Investigators

TALI – Texas Association of Licensed Investigators



## Admissions Policy

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The following admissions requirements are set for ALL students who enroll in the online course offerings by NITA.

- 🛡️ The age entrance requirement for the Private Investigator “CC” Intern Training course is that all potential students must be 18 years or older.
- 🛡️ Due to the nature of the online course offering, students will need access to the Internet and a computer for forty (40) hours.
- 🛡️ All students are required to have an email address.
- 🛡️ Students are admitted without regard to race, creed, sex, age, religion, national origin, or disability.
- 🛡️ Classes are offered 365 days a year with access 24 hours each day, 7 days a week.
- 🛡️ All students are required to fill out a Student Enrollment Agreement which will be provided by the school and will be available online.
- 🛡️ NITA does not accept credits from prior investigative education courses.
- 🛡️ Any transfer of credit to another institution will be the decision of the receiving institution.
- 🛡️ It is the responsibility of the student to determine if an institution will accept educational credits from NITA.

Please note that the Florida Department of Agriculture and Consumer Services Division of Licensing may deny an application based on disqualifying criminal history, history of mental illness or use of illegal drugs or alcoholism, unless evidence is presented showing successful completion of a rehabilitation program or current mental competency as appropriate. Section 493.6118(1)9I)

## Student Conduct

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- ❑ NITA reserves the right to refuse any student from taking the Private Investigator “CC” Intern Training course whose license has been revoked previously by the Florida Department of Agriculture and Consumer Services, Division of Licensing.
- ❑ NITA has a NO tolerance policy with regards to cheating. Academic honesty is expected from all students at all times. Students are required to complete the Private Investigator “CC” Intern Training course on their own accord.
- ❑ By signing the Student Enrollment Agreement, students are identifying themselves as the person who will complete the 40-hour online course and the person who will take and complete the examination.
- ❑ Students will represent themselves in an appropriate manner. Failure to do so or any evidence of fraud will not be tolerated by NITA and will result in dismissal from the course.
- ❑ Refunds will be awarded based on the regulations set forth in the refund policy.
- ❑ All refunds will be made in accordance with the refund policy regardless of the reasons for termination.

## Attendance Requirements

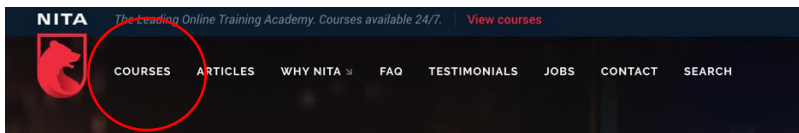
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- 🛑 This course is offered online only and requires the student to complete each hour of learning on the computer.
- 🛑 This course offering requires forty (40) hours of timed online programming with attention in front of the computer. NITA will keep an accurate record of the log in times and hours spent within the course. NITA requires that the course be completed within 180 days.
- 🛑 Students must complete the time allotted for each section of the course and each student is required to spend the minimum amount of time which is required to earn a diploma.
- 🛑 If a student has questions regarding the above policy, please contact our staff at 800-730-NITA (6482) or email us at [info@InvestigativeAcademy.com](mailto:info@InvestigativeAcademy.com).

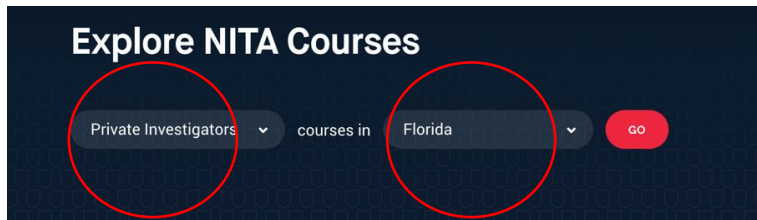
## Registration

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- 📌 To begin the on line learning process with NITA, students need to visit the NITA website at [www.InvestigativeAcademy.com](http://www.InvestigativeAcademy.com).
- 📌 To purchase the Florida Investigator “CC” Intern Course, students should click on the tab labeled “Courses” on the home page.



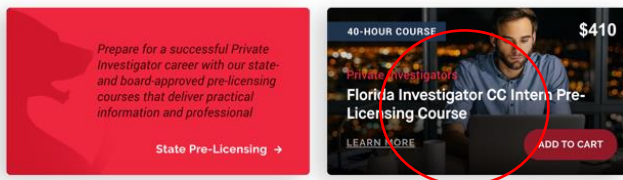
- 📌 On the filter feature, click “Private Investigator” and “Florida” and hit “go”



- 📌 Under the state pre-licensing header, click “add to cart” to purchase the FL course

Found 14 courses for Private Investigators in Florida

### State Pre-Licensing



The screenshot shows a course card for 'State Pre-Licensing'. The card features a red background with a white silhouette of a person. The text reads: 'Prepare for a successful Private Investigator career with our state- and board-approved pre-licensing courses that deliver practical information and professional'. Below the text is a 'State Pre-Licensing →' link. To the right, there is a smaller card for the '40-HOUR COURSE' titled 'Private Investigators Florida Investigator CC Intern Pre-Licensing Course' priced at '\$410'. The 'ADD TO CART' button on this card is circled in red.

- 🛒 Your Cart will then appear to complete the checkout process
- 🛒 Students will need to enter their credit card information on NITA's secure system and all billing information associated with their credit card.
- 🛒 Once a student's credit card information is processed, the student will receive an email with details and instructions describing the log in process for the course. This email will include a link for the course, a unique username, and secure password.
- 🛒 At any time, a student can view the course visting <https://investigativeacademy.com/my-account/> and logging into the course with their username and password.
- 🛒 Once the course has started, students will be able to log back into the educational platform with a unique username and password at any given time 24/7.
- 🛒 If a student needs assistance with the registration process or accessing a course, NITA staff will be available to assist students.
- 🛒 NITA staff can be reached at the different methods listed below:
  - 800-730-NITA (6482) or
  - email [Info@Nitalnc.com](mailto:Info@Nitalnc.com) or
  - via our chat session on our website

## School Calendar

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- 📌 Registration for all NITA courses is on-going and students may register on line 24 hours a day, 7 days a week.
- 📌 The student learning will be in an A-synchronous environment.
- 📌 Due to the nature of an on-line course offering, all NITA courses are available and offered 24 hours a day, 7 days a week with full accessibility to all students.
- 📌 NITA's staff is available Monday – Friday from 8:00 AM – 5:00 PM (EST).
- 📌 NITA staff will observe the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

## Tuition and Fees

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<u>Course:</u>	Private Investigator “CC” Intern Training
<u>Tuition:</u>	\$375.00
	\$75.00 (nonrefundable enrollment fee)
<u>Total Tuition:</u>	\$450.00
<u>Additional Fees:</u>	None

- 🚩 This is an online course offering and can be taken at the student’s pace during the allotted 180 days.
- 🚩 The only pre-requisite is that all students must be 18 years of age or older.
- 🚩 No textbooks are required for this course.

### PAYMENT:

- 🚩 Payment for the Private Investigator “CC” Intern Training course will be made online via credit card payment.
- 🚩 Payment in full is due before beginning the course.

### Financial Aid:

- 🚩 NITA does not offer financial aid at this time
- 🚩 As of January 1, 2012, a diploma stating completion of 40 hours of training must be submitted with all Class “CC” intern licenses with the Florida Department of Agriculture and Consumer Services, Division of Licensing.
- 🚩 The Florida Department of Agriculture and Consumer Service, Division of Licensing is the governing body for Private Investigators. Florida Statute 493 is the governing statute with the requirements needed to become a private investigator in the State of Florida.

**All information pertaining to Private Investigation License can be found at:**  
**<https://www.fdacs.gov/Divisions-Offices/Licensing>**

## Cancellation and Refund Policy

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1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if NITA does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the nonrefundable enrollment fee of 75.00.
4. Cancellation after attendance has begun, up to and including 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund. Time will be calculated based on log in times via NITA's website.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. Refunds on a Pro Rata basis will be given to students who did not complete over 40% of the course within the allotted course time of 180 days. Time will be calculated based on log in times via NITA's website. Upon notification from the student, this refund will be made within 30 days.
8. Refunds will be made within 30 days of termination of a students' enrollment or receipt of Cancellation Notice from the student.



## Repeat Course Policy

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To obtain the Private Investigator “CC” Intern Training course diploma, all students must pass an end of course examination after completing forty (40) hours. Passing grade is a 75% or higher for the examination.

- ❏ If a student fails to achieve a 75% or higher grade on the examination, the student may retake the test as many times as needed without additional fees assessed.
- ❏ Students will be granted access to the course for 180 days in order to complete the course and end of course examination. After 180 days, access to the course and test will not be granted.
- ❏ If after 180 days, more time is needed, students will need to re-enroll in the course with all applicable tuition and fee costs.

## Diploma Earned

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- ❏ Upon completion of forty (40) hours of course study, each student will receive a link to a printable diploma.
- ❏ NITA will mail, via USPS, a Certificate of Completion, form # FDAC-16062, to each graduate.
- ❏ All diplomas earned will be kept on file indefinitely and copies can be provided upon request.

*From the Florida Department of Agriculture and Consumer Services, Division of Licensing: When applying for a Class "CC" Private Investigator Intern license, the applicant must submit proof of successful completion of a minimum of 40 hours of professional training pertaining to general investigative techniques and Chapter 493, Florida Statutes, offered by a state university or by a school, community college, college, or university under the purview of the Department of Education.*

All information pertaining to Privative Investigation License can be found at <http://www.freshfromflorida.com/Divisions-Offices/Licensing>

## Technology and Equipment Needs

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Due to the nature of the on-line course, all students will need the following

- ❑ Access to a device to view the course, such as
  - Computer or laptop
  - iPad or tablet
  - iPhone or Smartphone
  
- ❑ All devices will need to have adequate access to the Internet for the on-line learning experience. This connection can include but is not limited to a cable modem, Wi-Fi connection or through a cellular data plan.
  
- ❑ NITA's courses are fully compatible with the most recent versions of Internet Explorer, Firefox, Chrome, Safari, and Edge.
  
- ❑ Most mobile devices such as Apple's iPad and iPhone and Android devices are supported through NITA's online learning.
  
- ❑ Students will need an email account for communication which is required during registration. This email will serve as a primary communication means between NITA and the student.
  
- ❑ Through emails, students will receive course updates, school information and will be able to access NITA school administrators.

## On Line Support

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NITA will be available to all students and accessible to meet the needs of an online community. NITA staff will be available via

**Phone: 800-730- NITA (6482)**

**Email: [Info@InvestigativeAcademy.com](mailto:Info@InvestigativeAcademy.com)**

**Website: [www.InvestigativeAcademy.com](http://www.InvestigativeAcademy.com)**

- 📌 Please note that all students will be able to log in with a username and password 24 hours a day and 7 days a week to allow flexible learning opportunities.
- 📌 NITA staff with online support and administrative support will be available Monday – Friday from 8:00 AM – 5:00 PM EST. NITA staff will be happy to speak to any student via phone at 800-730-NITA during these hours.
- 📌 All inquiries to [info@InvestigativeAcademy.com](mailto:info@InvestigativeAcademy.com) will be answered within 24 hours.

## Academic Appeals

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- ❑ The NITA wishes the upmost success to all of our students and hopes to provide a unique and flexible learning experience for all potential Private Investigators.
- ❑ If a student has any comments, concerns or academic appeals, the student may email the NITA staff at [info@InvestigativeAcademy.com](mailto:info@InvestigativeAcademy.com) or call 800-730-NITA and our staff will work with each student to resolve any issue.
- ❑ All appeals submitted need to include the concern or issue addressed by the student and the best contact phone number and email for the student.
- ❑ NITA's executive staff will review all appeals in a timely manner and investigate each issue or concern as promptly as possible. NITA will provide a response to each appeal within a timely manner not to exceed 5 working business days.
- ❑ Any unresolved conflict between the student and the NITA should be referred to the Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400 via mail or via phone at 850-245-3200.
- ❑ At the end of the course, student will have an opportunity to complete a course evaluation. This evaluation is anonymous and NITA will use this information to enhance programming and meet student needs.

## Employment Placement and Student Services

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### Employment Placement

- ❑ NITA has a job placement program to help recent graduates determine employment opportunities within the investigative community. NITA cannot guarantee jobs but can assist with further employment for our graduates.
- ❑ Through NITA's website, we offer a Job Board to assist with job placement. Our valued partners advertise current job opportunities to assist our students with job placement.
- ❑ NITA is a member of local and state organizations which will aid students in the job placement process.
- ❑ Interested students who desire to contact our job placement staff can contact NITA at 800-730-NITA or email current resumes to us at [jobs@InvestigativeAcademy.com](mailto:jobs@InvestigativeAcademy.com)

### Student Services

- ❑ Besides employment assistance, NITA is available to assist students with additional student services. NITA's capable staff is available to all students to offer guidance and further support in the development of a student's learning. Services include
  - Academic advisement
  - Career advancement and industry opportunities
  - Financial aid advisement
  - Investigative market trends analysis discussions
- ❑ Student counseling and goal assessments
- ❑ NITA's staff wishes the best experience for all students, and we are available to aid and support each student as needed.

## Course Program

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### **Course: Private Investigator “CC” Intern Training**

**OBJECTIVE:** The program objective is to educate potential Private Investigators on the requirements and laws in accordance with F.S. 493 that are required in order to obtain a Private Investigator “CC” Intern License.

**DESCRIPTION:** This is an on line forty (40) hour course that meets the State of Florida’s Division of Licensing requirements in accordance with F.S. 493 to obtain a Private Investigator “CC” Intern License. Topics include Florida law and statutes, surveillance methods, report writing, ethics, interviewing and trial procedures. This class is offered online only as a flexible option for a successful learning experience.

**COURSE NUMBERING:** The course initials begin with NITA and are followed by the state (FL) and then the license a student is trying to obtain (CC). The numbers following are the sequence in which the classes will be taken. For example: NITA FL CC 001.

**Unit of Credit:** One (1) unit of credit is equal to one (1) hour of course study.

**Grading System:** After completing the 40-hour training online, there is an end of course examination. A student must pass with a 75% or higher to receive credit for the course.

**Credit Transfer:** NITA does not accept credits from prior investigative education courses.

## Course Syllabus

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Segment	Title	Hours
NITA FL CC 001	Florida Statute 493 and Administrative Code 5N-1 <i>Students will learn about the Florida law as it relates to the Investigator</i>	2
NITA FL CC 002	The Intern/Sponsor Relationship <i>Students will learn the laws regarding intern and sponsor relationship</i>	1
NITA FL CC 003	Professional Ethics <i>Students will learn about ethics as they relate to investigations</i>	2
NITA FL CC 004	Legal Issues: Liability <i>Students will learn the legal issues regarding investigations</i>	2
NITA FL CC 005	Surveillance <i>Students will learn the techniques of surveillance</i>	3
NITA FL CC 006	Report Writing <i>Students will learn how to write a correct investigative report</i>	3
NITA FL CC 007	Equipment for Private Investigation <i>Students will learn the equipment needed for proper surveillance</i>	3
NITA FL CC 008	Interviewing and Truth Verification <i>Students will learn the proper techniques and general rules of an interview</i>	3
NITA FL CC 009	Sources of Information <i>Students will learn the differences between public and private records</i>	3
NITA FL CC 010	The Computer and Investigations <i>Students will learn how to research investigations via the computer</i>	1
NITA FL CC 011	Restrictions on Records <i>Students will learn the Fair Credit Reporting Act, the Gramm-Leach-Bliley Act and the NCIC</i>	1

Segment	Title	Hours
NITA FL CC 012	Locating People and Background Investigations <i>Students will learn how to conduct searches and present information</i>	4
NITA FL CC 013	Evidence <i>Students will learn to collect, compare and present information</i>	2.5
NITA FL CC 014	Executive Protection <i>Students will learn how to work executive protection detail</i>	3
NITA FL CC 015	Anti-Terrorism <i>Students will learn the types of terrorism and how to report it</i>	1
NITA FL CC 016	Courtroom and Formal Hearing Demeanor and Practice <i>Students will learn proper attire, case presentation and basic tools</i>	1
NITA FL CC 017	Pre-Trial Responsibilities <i>Students will learn the knowledge of court procedures</i>	1
NITA FL CC 018	Specific Trial Responsibilities <i>Students will learn how to arrange evidence and prepare for court</i>	1
NITA FL CC 019	Investigator as a Witness <i>Students will learn how the proper conduct and witness responsibilities</i>	1
NITA FL CC 020	Investigator on the Stand <i>Students will learn how to act while on the stand and common tactics used</i>	1
NITA FL CC 021	Self-Evaluation as a Witness <i>Students will learn how to welcome criticism and learn from the experience</i>	.5



## End of Course Examinaton Questions

<u>SUBJECT</u>	<u>Questions</u>
Chapter 493 Statutes and Florida Administrative and Code 5N-1	9
The Intern/Sponsor Relationship	5
Professional Ethics	8
Legal Issues/Liability	8
Surveillance	12
Report Writing	12
Equipment of Private Investigation	12
Interviewing and Truth Verification	12
Sources of Information	12
The Computer and the Investigations	5
Restrictions on Record	5

<u>SUBJECT</u>	<u>Questions</u>
Locating People and Background Investigations	17
Evidence	11
Executive Protection	14
Anti-Terrorism	4
Courtroom and Formal Hearing Demeanor	4
Pretrial Responsibilities	4
Specific Trial Responsibilities	4
The Investigator as a Witness	4
The Investigator on the Stand	4
Self-Evaluation as a Witness	4

## Location and Facilities

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Even though the classroom learning is online for the student, The NITA administrative offices are located at 250 International Parkway, Suite 134, Lake Mary, Florida 32746.

The administrative offices are located in an office condominium complex in Lake Mary, Florida. NITA leases an executive office space within this facility. The space encompasses approximately 7,000 square feet with executive offices which are equipped with standard office equipment to maintain day to day operations for the investigative training school.

## Contact Information

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Website: [www.InvestigativeAcademy.com](http://www.InvestigativeAcademy.com)

Phone: 800-730-NITA (6482) and Fax: 800-852-8754

Mail: 250 International Parkway, Suite 134, Lake Mary, FL 32746

## NITA Staff

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Chief Academic Officer: Steve Cassell

[Steve@InvestigativeAcademy.com](mailto:Steve@InvestigativeAcademy.com)

EVP and Administrative Manager: Sandra von Eschenbach

[Sandra@InvestigativeAcademy.com](mailto:Sandra@InvestigativeAcademy.com)